



NAVAL AIR STATION PAX RIVER, BUILDING 2189 ROOM 145, 21866 CEDAR POINT RD, PAX RIVER MD
PHONE (301)757-4100/ 4111
FAX (301) 342-2665
CUSTOMER SERVICE HOURS: MONDAY THRU THURSDAY 0730-1600, FRIDAY 0730-1500

TUITION ASSISTANCE UPDATE

Fall registration is underway, and 30 September 2004 is the end of the fiscal year. If you have used all of your FY04 allotted TA credits (for example, all 12 semester hours) there is a possibility you may be able to use your FY05 TA funds if your school has an extended registration period.

➡ **If you request TA from the Navy College Office and the application is processed on 1 Oct 04 or after, the funds will be credited to your FY05 allotment.**

However, TA may only be authorized up to the last day of your institution's official registration or drop/add period . If the course start date is in August or September but the drop/add date is in October or later, you can request that the Navy College Office wait to process your TA Authorization until October in order to use your FY05 funding.

Remember: No Late TA will be authorized! TA must be requested from the Navy College Office before the end of your school's registration or drop/add period.

SMART UPDATE

You can now have college courses taken PRIOR to active duty added to your SMART transcript. The SMART Academic Institution Page will now include:

- College courses taken on active duty through Tuition Assistance (TA) or the Navy College Program for Afloat College Education (NCPACE) or from the Community College of the Air Force (CCAF).
- College courses completed while on active duty, which were not funded by TA or NC PACE. These include courses funded by the GI Bill, paid for by the service member, or funded by other sources.
- College courses completed prior to active duty.
- Degrees and certifications completed prior to and during active duty.

Official transcripts for courses taken prior to active duty must be mailed directly to the Navy College Center or brought to the Navy College Office. Courses taken prior to active duty are NOT automatically updated on your SMART transcript. For additional information contact the Navy College Office.

NEW TUITION

ASSISTANCE **APPLICATION FORMS**

Tuition assistance application forms have been updated! Please discontinue using the previous editions. The new TA Application form may be completed on-line and printed, downloaded to a disk and then completed on a computer and printed, or printed and completed by hand. Once you open the document, you may want to use the VIEW menu on your toolbar to increase the font size. Since the form is divided into sections by color and some fax machines show color very dark, if you are faxing your document to the Navy College Office, printing in black and white is preferable. You can pick up copies of the new TA application form at the Navy College Office, or you may download the form at the following address:

<https://www.navycollege.navy.mil/ta1.html>

TUITION ASSISTANCE **APPLICATION** **PROCEDURES**



- Select the college you want to attend and classes you want to take. Students who are planning to use Tuition Assistance for the first time must contact the Navy College Office to receive educational counseling.
- Pick up the Tuition Assistance (TA) Application form at the Navy College Office (Bldg. 2189, Room 145). This form can also be completed and printed online: <https://www.navycollege.navy.mil/ta1.html>
- Complete the TA Application form. Carefully read the second page, Tuition

Assistance Application Agreement, and sign and date your signature at the bottom of the page. Your signature on this form indicates you understand the current rules relating to Tuition Assistance funding. Receive command approval signature to enroll in the course(s).

- Submit your completed and signed TA Application form to the Navy College Office (in person or by fax) prior to beginning the course. The TA Application form MUST be submitted to the Navy College Office before the end of the school's late registration or add-drop period in order to receive TA funding Authorization.
- The Navy College Office will contact you when the TA form has been authorized. Once the Navy College Office has provided you with a signed TA Authorization Voucher listing the course(s) funded by the Navy, enroll in the course(s) listed on the TA Authorization. The institution will use the TA Authorization to invoice the Navy for the course(s) and amounts listed on the Voucher.
- Notify the Navy College Office if any changes to the information on the TA Authorization occur, such as change in course title, term dates, and withdrawal before the school's drop/add date, etc. The Navy College Office must update your course data in order for your institution to be able to bill the Navy correctly and receive their funding.

If you have any questions regarding the Navy Tuition Assistance Program, please contact the Navy College Office at 301-757-4100, or visit our office in Bldg. 2189, Room 145.

BILLING OR GRADE **PROBLEMS?**

Contact NETPDTC Accounting Department at:
Email:

ta.navy@cnet.navy.mil

Fax:
DSN 922-1149 or
Commercial 850-452-1149

Phone:
DSN 922-1001 x2 x2
Commercial 850-452-1001 x2 x2

Mail:

COMMANDING OFFICER
NETPDTC TA ACCOUNTING N8115
6490 SAUFLEY FIELD ROAD
PENSACOLA, FL 32509-5241

REIMBURSEMENT INFORMATION

Reimbursement of TA funds is required for all failing (F) grades, incomplete (I) grades in effect longer than six months, and voluntary withdrawal (W) grades. Reimbursement by money order or cashier's check payable to U.S. TREASURER must be mailed to:

COMMANDING OFFICER
NETPDTC TA ACCOUNTING N8115
6490 SAUFLEY FIELD ROAD
PENSACOLA, FL 32509-5241

TUITION ASSISTANCE UPDATE!

Effective immediately, the Navy will pay 100% of tuition costs and all required fees charged by educational institutions for course enrollments, with the following stipulations:

- A. Payment for tuition and fees will not exceed \$250.00 per semester hour.
- B. There will be a fiscal year funding limit of 12 semester hours (or equivalent) per individual.
- C. TA will cover fees that are published, mandatory and charged for course enrollment.
- D. TA funds will not be used to purchase textbooks or reading materials.

Waivers to semester hour limits will be considered for exceptional circumstances, using procedures outlined in NAVADMIN 349/02. For additional information contact the Navy College Office.

TUITION ASSISTANCE REMINDER!!!!!!

Tuition Assistance Applications **MUST** be turned in prior to the start of the course. Waivers for late TA applications, sometimes called “after-the-fact”, **are NO longer allowed**. This applies to TA applications submitted after the school’s late registration deadline and to TA applications submitted after course completion.

TA will not be authorized after the school’s late registration deadline. For additional information please contact the Navy College Office.

IMPORTANT TUITION ASSISTANCE POLICY CHANGES!!!!

ATTENTION ALL STUDENTS!!!

You may now use Tuition Assistance (TA) for lateral and lower level degree and certificate programs. Tuition Assistance can also now be authorized for all semester hour, quarter hour, and clock hour courses, **including CEU courses (Continuing Education Units)** that lead to a degree and/ or certificate. The courses must be offered by institutions accredited by regional or national accrediting bodies recognized by the Department of Education. Contact the Navy College Office for additional information.

SMART NEWS

Academic courses **completed while on active duty**, which were not funded by Tuition Assistance or Navy College Program for Afloat College Education (NC PACE), may now be listed on your SMART. These courses, funded by the GI Bill, paid for by the service member, or funded by other sources, will appear on the Academic Courses attachment to SMART. They will not appear automatically. There are two ways to have these courses added to SMART:

1. Mail a certified to be true copy, or notarized copy of your transcript to Navy College Center, NETPDTC N2A5, 6490 Saufley Field Road, Pensacola, FL, 32509-5204. Include service member contact information such as phone number or e-mail address.
2. Visit your local Navy College Office (NCO) or Marine Corps Education Center. NCO/Marine Corps Education Center staff will verify authenticity of original/certified to be true/notarized copies of transcripts and fax them to the Navy College Center. NCC will only accept faxed transcripts from a Navy College Office or Marine Corps Education Center.

For more information on the SMART program contact the Navy College Office at 757-4100, or visit our office in Building 2189, Room 145.



ON BASE COLLEGES MOVE TO NEW LOCATIONS

The offices of Embry Riddle Aeronautical University, Florida Institute of Technology, University of Maryland University College, and the University of Tennessee Space Institute have all moved to new locations due to the construction on Route 235.

Embry Riddle Aeronautical University is now located outside of gate #2 on North Shangri La Drive. FIT, UMUC, and UTSI are now located in Building 1489.

For additional information you can contact the individual colleges at the following numbers (telephone numbers have not changes):

Embry Riddle Aeronautical University
301-863-8776

Florida Institute of Technology
301-862-1004

University of Maryland University College
301-737-3228

University of Tennessee Space Institute
301-862-2343

SOCNAV INFORMATION



SOCNAV (Service members Opportunity Colleges for the Navy) consists of 85 accredited colleges offering specific associate and bachelors degrees to Navy members worldwide through resident courses or distance learning. Colleges taking part in each curriculum area guarantee to accept each other's credits for transfer. The "home" college issues an official evaluation of all prior learning on a SOCNAV Agreement. This agreement serves as the student's long range degree plan.

Why become a SOCNAV student? SOCNAV colleges offer degrees in many different areas (called networks). Students do not lose credits; transferability of courses within the same network is guaranteed from one SOCNAV college to another. Required residency is kept to a minimum. Many SOCNAV networks are closely related to Navy ratings, resulting in maximum award of credit for Navy training. SOCNAV colleges all over the world can be used to satisfy the degree requirements of the home college. SOCNAV programs are available at many military installations; distance

learning options are available everywhere. The SOCNAV degree plan prevents the student from duplicating courses already completed.

Contact the Navy College Office for additional information on SOCNAV, or visit the following website:

<http://www.soc.aascu.org/socnav>



NEW NAVY E-LEARNING WEBSITE

The new Navy E-Learning Websites can help you prepare for advancement and help you earn your college degree. The new web sites <http://www.navylearning.com> and <http://www.navylearning.navy.mil> provide Sailors with greater access to training, education, and professional development information.

The new Navy E-Learning web sites offer more than 800 information technology (IT) courses, 350 soft skill (i.e., leadership and management) courses, and 37 military courses, via a single, integrated portal. The goal of Navy E-Learning is to provide access to courses that provide the knowledge and skills the Navy workforce needs to empower themselves and foster lifelong learning habits. Individuals logging into Navy E-Learning will be able to control the time, place, and extent of learning.

Information on the Navy College Program (NCP) and information from the Navy Advancement Center can be accessed directly via Navy E-Learning. Users can search the catalog for courses by identifying skills or occupations of interest. They can identify personal skills they want to improve, assess their level of proficiency, track improvements and identify Navy E-Learning courses aimed at developing the selected skills. Navy E-Learning will also manage, track and record course usage and completions.



Navy E-Learning is available at no cost to all Department of the Navy personnel that (active duty, reserve personnel, civil service employees and active duty family members.) Naval personnel with access to the Internet, either from work or home, can access Navy E-Learning 24 hours a day, seven days a week. .

NEW VA LAWS!!!!

Recent legislation significantly affects VA education benefits. A substantial increase in MGIB benefits was enacted.

Also, many veterans previously not eligible will get a second chance to be eligible for MGIB. **View the summary document at:**

<http://www.gibill.va.gov/education/News/S1402summary.htm>

Before this law, the military services, through their Tuition Assistance program, generally could pay up to 75% of the tuition or expenses charged by the school. Eligible service members had to find additional financing, or pay the remaining expenses from their own pockets. A service member eligible for the Montgomery GI Bill (MGIB), a VA education benefit, wasn't allowed to receive both Tuition Assistance and the MGIB for the same course.

What does this provision mean to me?

If you're eligible for MGIB, and plan to use Tuition Assistance (TA), you can now use MGIB top-up to pay the balance.

For more information, visit the VA website at:

<http://www.gibill.va.gov/education>

or stop by the Navy College Office.

Tuition Assistance TOP-UP Claims, Addresses, and EFT Information:

VA Form 22-1990 should be submitted only if this is the first claim for VA Education benefits for the student.

Subsequent forms other than the Tuition Assistance forms are not necessary unless you have a new address or are adding or changing EFT (Direct Deposit) information. This information can be included on any form of

correspondence or provided by telephone at 1-888-GIBILL1 after the first payment has been received.

Free Applications For Federal Student Aid

The Free Applications For Federal Student Aid (FAFSA) can be filled out and submitted online at the FAFSA website:

<http://www.fafsa.ed.gov>

TESTING CENTER NEWS

ATTENTION: NOT ALL TESTS ARE IN STOCK! It will take approximately 4-6 weeks for a test to arrive once it has been ordered, so plan ahead! Schedule your tests early to avoid the rush for the upcoming semester. Call 301-757-4111 for scheduling and test date information.

AVAILABLE RESOURCES

The Navy College Office has a variety of new educational resources available for military personnel! Some of the resources available include: Peterson's Four-Year Colleges, Peterson's Two-Year Colleges, Vocational and Technical Schools, Paying Less for College, College Money Handbook, The College Handbook, College Costs and Financial Aid

Handbook, Scholarships, Grants and Prizes. These are all excellent resources for your educational needs.

The Navy College Office also has study guides available for all CLEP and DSST tests. They are free of charge for active duty military personnel!!

